

1. Item 4: Fees are clearly a factor for evaluation yet are not listed in section 6. This document is referenced as an RFQ which typically does not include a fee proposal. Please advise if fees are required as part of this proposal and identify if they should be listed in section 6.

Currently, we are just asking for competent firm's qualifications, but we will take fees into consideration before choosing anyone for a final engagement. We will negotiate fees after we receive the RFQ responses.

2. Please elaborate on whether our work will include assistance only or full implementation of the process. If our work may include the full implementation of the process, will this be considered as a future phase of work since the final scope/determination of our work will be based on the outcome of our recommendations?

Whether your work will include assistance only or full implementation of the process depends on the qualifications that we receive. This will be a future phase of the process.

3. Please clarify the intent of recommendations for "facility/project management staffing needs." Does this mean the number of staff required for managing all sites, including but not limited to their on-site staff? Or does this mean the number of staff required to oversee a capital budgeting process?

This would actually mean both. We would like to have your recommendation on facility staff to meet our needs for a properly ran process. We would also like to be informed on how many staff members it would take to oversee your suggested process.

4. On page 6 of the Solicitation for Qualifications, item 6.10, you refer to the various types of Capital Budgeting Structures and the number of issues for each. Can you please clarify the term "issues."

Various types of Capital Budgeting Structures would include items involved in creating a Capital Budgeting Process such as inventories, replacement reserve studies, Master Plans, staffing needs, and associated budgeting processes. The number of issues would refer to how many of the preceding items you have had experience with.

5. Item 6.11: Is this item intentionally skipped? Sorry, it was a misprint. No 6.11.
6. Item 6.15: Please define "major clients." Is it by project size, all governmental/institutional clients, last 3 years of work, or current clients, etc? It is likely one of these and not all of them.

Project size would be a good place to start. This is going to be a big project for all State Capital needs.

7. How should we handle teaming on the RFQ? Do we just provide the technical qualifications of our firm, even if it does not fully respond to all parts of the RFQ? Or should we develop a team of consultants (accounting, architecture, etc.) to fully respond to all aspects of the scope of work?

The advice for your firm is to provide background on your expertise and abilities as well as mention any past partnering your company has done on similar tasks or projects. We will want to know who has worked on a team before and the role they played for that team.

8. Is there an MBE/WBE component to the resulting contract?

Our standard goals are 7% MBE and 5% WBE.

9. Is there a more specific Scope of Services available other than what is listed on page 5 “5. Scope of Services?”

Currently, that is just an overview of the project. Reviewing the current process and recommendations for ideal process is our goal currently. The scope of services could possibly grow depending on the recommendations that we receive.

10. Who will be on the selection team?

It is expected to be Jennifer Alvey, Connie McAfee, and Brian Renner.

11. Will involvement of other state agencies be necessary during our process review? If yes, please advise on how many or which ones.

The IFA will be your main contact, but involvement will be necessary to complete this project. Some of the agencies that you would be potentially be dealing with would be Department of Natural Resources, Department of Corrections, Department of Administration, Family and Social Services Administration, Department of Transportation, and State Police.